	e Publication No. 76—RM—1 for instructions on completing tres and History, Records Management Division, 330 Capito	
Attention: Scheduling		
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Georgia Public Service Commission	Application Number Q 2
	Transportation Division	02-000-H
Application Number	244 Washington Street, S. w.	Date Received Date Completed
	Atlanta, Georgia 30334	MAY 1 9 1988 JUL 0 7 1989
2. Person to Contact		Director, Tariffs 559-6625
	or Don McGouirk Principal Secretary, a	nd Rail Services 656*4539x
3. Action Requested a. Establish Retention	Schedule; record will continue to accumulate.	
- •	accumulation; no further accumulation anticipated.	
c. 💆 Amend Application	No. 82-600 Check One: KK Change; Superc	
4. Dates of Series	5. Records Series Title (followed by title used in office; if a	different)
Earliest Latest Present	A	
1976 1980	Order Letters from Administrative Sess	
6. Division and Office Function	What is the function of the Division and the Office in	n which this record series is created?
This division proce	sses all rail, motor carrier and bus tari	ffo and handles the seat
	r complaints relating to same.	its, and handles the vast
	- confidence rotating to bank.	
·		
ي يستو المعمرية		L. X
	ere e	
		•
	•	•
7. Record Series Description	This file contains the following documents (include form a Attach samples of the file.	numbers and titles, if any):
Documents relating to: d	ocumenting and distributing to affected p	arties Commission
ď	ecisions pertaining to transportation rat	es and services
la dividad avat		
	rder Letters summarizing public hearings nd its decision in the matter.	before the Commission
°	nd its decision in the natter.	
	•	
ļ		
		· · · · · · · · · · · · · · · · · · ·
File is arranged: Nu	merically by TD Number (Transportation Di	vision case number)
8. Monthly Reference Rate	How often are records referred to which are: xSeex	& thanks w
	Seven to twelve months old; Thirteer	
twenty-five months and ol	3	
9. Annual Rate of Accumula	tion of Hecords	
Letter-size drawers 1/8 D	rawer: Legal-size drawers; Shelves	; Other (specify)
No current accumu	lation. Sch # 82-600, approved 1/8	3, being implemented.
	(Over)	

9

DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

X	a. Is this the official copy of the series?						
X							
	If not, where is it?						
· · · X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.						
Τ̈́X	c. Is this a vital record?						
X	d. Does this series have historical or long term research value?						
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these						
X							
 X	.f. Is the information contained in this series ever published? If ves. attach copy.						
Х	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.						
Х	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?						
X	The first Annual						
X							
11. Retan	ntion Requirements The following requires the series to be kept:						
	0						
,	tate Law 0 years. d. Audit period years.						
	years.						
c, re	ederal law 0years. f. Federal retention instructions Vears.						
Attac	ch copy or excert of laws or regulations. Explain administrative need.						
•							
	ords needed to verify the exact terminology of orders (commission ruling						
	orders are handled in administrative session, therefore, they do not						
crea	ate hearings.						
12 Appr	roved Disposition Instructions This agency recommends that the file series be cut off at the end of each:						
im subbit	Calendar Year; Fiscal Year; Otherthen.						
тX н	lold in the current files areamonth(s) year(s); then						
יד ולו	ransfer to local holding area; hold year(s); then (one file drawer holds 5 years of Orders)						
	Idisier to State necords Center; noid 50 year(s); then						
	Destroy.						
	ransfer to State Archives for permanent retention.						
□ 0:	Other (Specify)						
_							
Ann1	igntion reviged in problematics with risers in the state of the state						
Appl Dire	ication revised in accordance with changes requested by Mr. Don McGouir						
Appl Dire	ication revised in accordance with changes requested by Mr. Don McGouir ector of Tariffs and Rail Services - Transportation Division. NRF-6/28/8						
Appl Dire	ication revised in accordance with changes requested by Mr. Don McGouir ector of Tariffs and Rail Services - Transportation Division. NRF-6/28/8						
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Dire	ication revised in accordance with changes requested by Mr. Don McGouir ector of Tariffs and Rail Services - Transportation Division. NRF-6/28/8						
Dire	ector of Tariffs and Rail Services - Transportation Division. NRF-6/28/8						
Dire	se instructions apply to all prior and future accumulations of the series.						
Dire	ector of Tariffs and Rail Services - Transportation Division. NRF-6/28/8						
Dire	se instructions apply to all prior and future accumulations of the series.						
Dire	se instructions apply to all prior and future accumulations of the series.						
Thes	se instructions apply to all prior and future accumulations of the series. Head/Designee (Signature) Date Records Management Officer (Signature) Date State Records Committee (Signature) Date						
Thes Agency H 880 Recomm	se instructions apply to all prior and future accumulations of the series. Head/Designee (Signature) Date Records Management Officer (Signature) Date State Records Committee (Signature) Date						
Thes Agency H 880 Recomme	se instructions apply to all prior and future accumulations of the series. Head/Designee (Signature) Date Records Management Officer (Signature) Date State Records Committee (Signature) Date Pendations in para- Pare approved. State Auditor/Designee						
Thes Agency + 880 Recommingraph 12 (If disapp	se instructions apply to all prior and future accumulations of the series. Head/Designee (Signature) Date Records Management Officer (Signature) Date State Records Committee (Signature) Date Proved, attach letter						
Thes Agency H BBC Recommingraph 12 (If disappo of explane	se instructions apply to all prior and future accumulations of the series. Head/Designee (Signature) Date Recerts Management Officer (Signature) Date State Records Committee (Signature) Date Transportation Division. NRF-6/28/8 Date The proved, attach letter nation.) Secretary of State/Designee Transportation Division. NRF-6/28/8						
Thes Agency H BBC Recommingraph 12 (If disappo of explane	se instructions apply to all prior and future accumulations of the series. Head/Designee (Signature) Date Records Management Officer (Signature) Date State Records Committee (Signature) Date Proved, attach letter						
Thes Agency H 880 Recommendation of explant 82-	se instructions apply to all prior and future accumulations of the series. Head/Designee (Signature) Date Recerts Management Officer (Signature) Date State Records Committee (Signature) Date Transportation Division. NRF-6/28/8 Date The proved, attach letter nation.) Secretary of State/Designee Transportation Division. NRF-6/28/8						



AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.							
FOR AGENCY USE	1. Agency Address			MANAGEMENT USE			
Application Date	Georgia Public Service		Application Number	_			
Į	Transportation Rates & 1001 International Blvd		82-	600			
Application Number	_	354	Date Received	Date Completed			
			DEC 3 1982	JAN 1 9 1983			
2. Person to Contact Sus	an Davis Prin	Working Title cipal Secretary I	ιv	Telephone Number 761-0775			
b. Dispose of present acc. Amend Application 4. Dates of Series	Schedule; record will continue to accumulation; no further accumulation No Check One: 5. Records Series Title (followed by	anticipated. □ Change; □ Superce					
Earliest Latest Dresent	Order 1	etters from Admir	nistrative Ses	sions (TD letters			
6. Division and Office Function	What is the function of the D	Division and the Office in	which this record se	ries is created?			
o, physical and critice i unitally							
[
	See attached sheet	for description	in detail				
	•						
7. Record Series Description	This file contains the following do Attach samples of the file.	cuments (include form no	umbers and titles, if a	any):			
	ocumenting and distribution ansportation rates and ser		rties Commissi	on decisions			
Included are: Order Le decision in the	tters summarizing public h	earings before th	ne Commission	and its			
	•						
			•	•			
`.							
	•						
File is arranged:	Numerically by TD number		on Division ca				
•	How often are records referred			1 every			
One to six months old	Seven to twelve months old	Thirteen t	to twenty-four mont	hs old 3 mths. ;			
twenty-five months and old	er <u>seldom</u> ?	<u> </u>					
9. Annual Rate of Accumulati	on of Records		;				
Letter-size drawers	rawer Legal-size drawers	Shelves	Other Ispeciful				

(Over)

YES NO 10. Questionnaire	O 10. Questionnaire (Place an "X" in the proper column)							
a. Is this the office	a. Is this the official copy of the series?							
II not, where is	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation,							
_ A d. Does this series	d. Does this series have historical or long term research value?							
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these							
documents pe		oublished? If yes, attach copy						
a Is the informati	1. 15 the information contained in this series ever analyzed and/or recorded in a summarized report?							
A If yes, attach o	ору,							
		e, or in another office or agency?						
X i. Is this series (o	r a major portion of it) regularly	microfilmed?						
-		tout?						
11. Retention Requirements	The following require	es the series to be kept:						
a. State Law		d. Audit period0	years.					
b. Statute of limitation	0 years. 0 years. 0 years.	e. Administrative need/	years. years. years.					
c. Federal law	years.	f. Federal retention instructions	years.					
Attach copy or excert of la	aws or regulations. Explain admir	nistrative need.	A ST					
Office re	ference need							
12. Approved Disposition Inst	ructions This agency recomm	ends that the file series be cut off at the end of each:						
	🗓 Calendar Year; 🖺	Fiscal Year; 🖸 Other	then,					
☐ Hold in the current file	s area month(s)	year(s); then						
Transfer to local holding	ng area; holdyear(s);	; then						
☐ Transfer to State Record ☐ Destroy.	ds Center; hold <u>6</u> yea	r(s); then						
·	ves for permanent retention.							
☐ Other <i>(Specify)</i>								
·								
			,					
	• ***	*						
	entre en	the second state of the second						
			, ••					
•								
There instructions annly t	o all prior and future accumulatio	one of the earlie						
These instructions apply to	o all prior and future accumulatio	ons of the series.						
			· · · · · · · · · · · · · · · · · · ·					
Agency Head/Designee (Signa	ture) Date	Records Management Officer (Signature)	Date /					
Horace J. X	Contley 12-1-82	4 Mi Mulla	12/2/82					
		State Records Committee (Signature)	Date					
Recommendations in para-		A A	7					
graph 12 are approved.	State Auditor/Designee	1 rund	12-29-92					
(If disapproved, attach letter of explanation.)	Secretary of State/Designee	Edward Wilder	142/02					
	Attorney General/Designee	Muses	1-12-43					
AR-50-71; Rev. 76	(F	Reverse Side)						
								



Secretary of State

Bepartment of Archives and History 330 Capitol Avenue S.E. Atlanta, Georgia 30334

Max Cleland SECRETARY OF STATE (404) 656-2881 Edward Weldon

DIRECTOR (404) 656-2358 INFORMATION (404) 656-2303

MEMORANDUM

TO:

Phil McMullan

DEPT:

Georgia Public Service Commission

FROM:

Peter E. Schinkel, Records Management Division

Director

DATE:

July 12, 1989

SUBJECT:

Order Letters from Administrative Sessions (TD Letters)

1976 to Present

SCHEDULE

NUMBER: 82-600, Approved 1/19/83

AMENDMENT TO

SCHEDULE #: 82-600-A, Approved 7/7/89

The application for retention schedule for the above records series has been approved by the State Records Committee and assigned the schedule number listed.

Enclosed is a copy of the Committee approved application.

Please call us at 656-2379 if you have questions.

Enclsoure: Approved Schedule # 82 -600-A , copy.

PES:rb

cc: Agency file

Application file # 880119-01